Tracking of Programs and Students (TOPSpro) Handbook

for

Connecticut Adult Reporting System (CARS) Users

Connecticut Department of Education
Bureau of Adult Education and Nutrition Programs
Ajit Gopalakrishnan, Associate Consultant
ajit.gopalakrishnan@po.state.ct.us
(860) 807-2125

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Section I: Introduction

TOPSpro is a software that:

- Is developed and updated by CASAS;
- Scans and automatically scores student answer sheets of pre-post tests;
- Allows for scanned pre-post test data to be imported into CARS; and
- Provides numerous individual and class level reports for aligning assessment to instruction.

Statewide Policies Relative to TOPSpro use

- The Bureau encourages the use of TOPSpro by Connecticut programs so as minimize the data entry burden and obtain assessment reports that inform instruction.
- For now, the Bureau provides the TOPSpro software and the TOPSpro Test Record scannable answer sheet to Connecticut TOPSpro users at no-cost. To request copies of the Test Record, please email Gina Gromak at gina.gromak@po.state.ct.us.
- The use of TOPSpro for appraisal testing is currently not supported.
- Technical questions regarding TOPSpro should be directed to CASAS HelpDesk at 800-255-1036.

TOPSpro Versions

The latest TOPSpro Version is 4.2. Tests confirm compatibility of TOPSpro 4.2 with the existing CARS bridge software. All Connecticut programs are encouraged to start using version 4.2 immediately. It is anticipated that CASAS will release a new TOPSpro version every six months. Enhancements of interest to Connecticut programs include:

- Addition of new WLS Pre and Post Tests in Reading and Math – forms 213, 214, 215, 216; and the
- Expanded use of Query Maker software that allows for ad-hoc queries and reports.

Install and Prepare TOPSpro:

<u>Backup Your Data (Existing Users Only)</u>

Before proceeding with the installation please back up your data folder. If you've used the default directory, then *C:\Program Files\Casas\Visual TOPSpro - Production\Data* contains all the records that you have entered into TOPSpro. It is highly recommended that you copy your data folder to a safe place now. You can also use the backup function within TOPSpro 4.1 under Tools-Database-Backup/Restore.

<u>How to install TOPSpro 4.2</u>

- If your computer is on a network ask your network administrator to install this software. On many systems it is necessary to have administrative rights in order to install software.

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- Close all applications and turn off virus protection software. If you're concerned about the possibilities of viruses coming from TOPSpro then scan the TOPSpro CD for viruses before installing.
- Insert the TOPSpro 4.2 CD into the CD-ROM drive. Wait 30 seconds. If the program does not load automatically, then go to the Start button in the lower left hand corner of Windows and choose Run. Type **D:\setup.exe** and hit enter (assuming D is the letter assigned to your CD-ROM drive).
- When the Welcome window appears, choose **[Next]** to continue installation.
- Choose **[Yes]** to accept the license agreement.
- Type your Name and Company/Agency and choose **[Next].**
- **Important:** To install over an existing installation, the destination folder needs to be exactly where the existing TOPSpro resides now. The default destination is C:\Program Files\Casas\Visual TOPSpro - Production. If you or your Systems Administrator put TOPSpro somewhere other than the default, then click the Browse button and navigate to your existing TOPSpro installation.
- Choose **[Next]** for Stand-alone or Network Server.
- Choose **[Next]** for Program folder: CASAS.
- If you are prompted to overwrite a read-only file respond with **[Yes]**
- Choose **[Finish]** to complete the installation.

If you are installing to a network you should follow the general instructions above, but be sure you are doing this on your server. Afterward, locate the "Installation and Setup" folder inside the "Visual TOPSpro - Production\Help" folder. The Installation and Setup document will include more information on setting up your workstations

Launch TOPSpro
- From the Start button in Windows, choose "Visual TOPSpro - Production". This will launch the application you just installed.
- Type "LOCAL" for Username and click **[OK].**

IMPORTANT: For the TOPSpro-CARS bridge to work, both the agency and site number in TOPSpro must be filled in with your three-digit town/agency code specified in CARS. Select File > Open > Agency Lister/Town Lister, hit F5 and ensure that this data is accurately entered.

Note: If you are asked for a license number and you are <u>not</u> a new user, then the path name specified during installation was incorrect. If you are a new user, use the attached registration form to obtain a license number from CASAS.

Turn Off All Required Fields in TOPSpro
TOPSpro uses Required Fields to help you identify missing data. Since this function is already performed in CARS and since not all of the data in CARS is imported to

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TOPSpro it is probably more convenient to turn off Required Fields in TOPSpro. To do this:

- Launch TOPSpro.
- Choose Tools > Options > Required Fields
- Click the Clear All button
- Click OK.

You only need to do this once, and it is best to do it before the first time you import records. If you've already imported records, then choose Tools-Database-Revalidate Database and run the wizard after you followed the three steps above.

Purchase and Set up Scanner
TOPSpro uses a pencil-read, 48-channel optical mark reader. Only the 3 companies below manufacture the type of scanners that are compatible with TOPSpro:

Scantron ScanMark 2000 and 8000 series (48 channel)
1361 Valencia Ave.
Tustin, CA 92780-6463
(800) 445-3141, (714) 247-0010 Fax
www.scantron.com
(Uses configuration sheets to configure)

NCS Pearson OpScan 3, 4, 5, 6
11000 Prairie Lakes Drive
Eden Prairie, Minnesota 55344-3857
(800) 338-5544, www.ncspearson.com
(Uses configuration sheets to configure)

Scanning Systems (SS) Model 360, 380, 601, 607
(Scantron purchased Scanning Systems on 10/16/01)
1361 Valencia Ave.
Tustin, CA 92780-6463
(800) 445-3141
(714) 247-0010 Fax
www.scantron.com
(Uses dip switches to configure)

These scanner companies occasionally come out with new models, so please contact them for updated information on their complete line of TOPSpro compatible scanners. **Note:** Photo scanners, such as those manufactured by Epson, HP or Visioneer, are NOT compatible with TOPSpro.

To set up the scanner in TOPSpro, select Tools > Options > Scanning and customize the settings to work with the scanner at your program.

Section II: The CARS-TOPSpro Data Exchange Process

The process of exchanging data with TOPSpro involves exporting student and course section information from CARS to TOPSpro, creating customized answer sheets, scanning the answer sheets and automatically scoring the tests in TOPSpro, and then importing the test results from TOPSpro into CARS. This process is cumulative and can be repeated several times as new students come into the program.
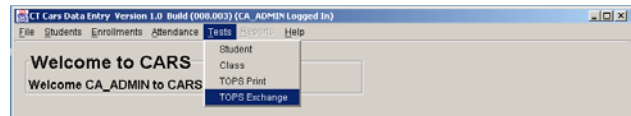
1. Enter Data Early

- Enter Students (Demographics, Appraisal Scores, Entry Status and Reasons for Enrollment)
- Enroll students in classes.

2. Export Student Demographics from CARS

Step 1

From the CARS menu select "**Tests**" > "**TOPS Exchange**".

Step 2

Select the "**Export Student Data To TOPS**" check box.

Press the **SELECT FILE TO CREATE** button to the right of the "**Export Student Data To TOPS"** check box.
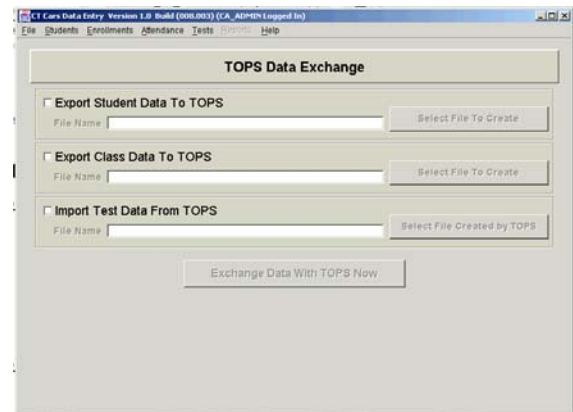
Step 3

Select the directory, which will contain the file that will be created when the student data is exported.

In this case, an "**Exchange**" directory was previously created. This directory will be used to exchange data with TOPS. You might want to create a similar directory for your use.
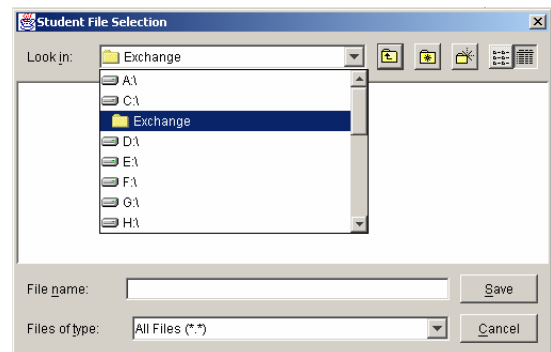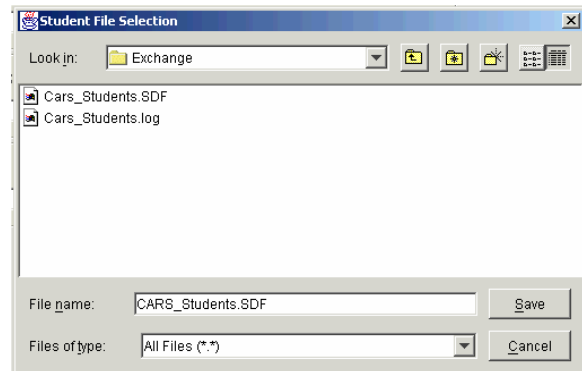
Step 4

Enter the name of the file to create. If no
extension is specified an "SDF" extension will
be automatically entered. If an extension is
specified, that extension will be replaced with
"SDF". TOPS requires that the import file
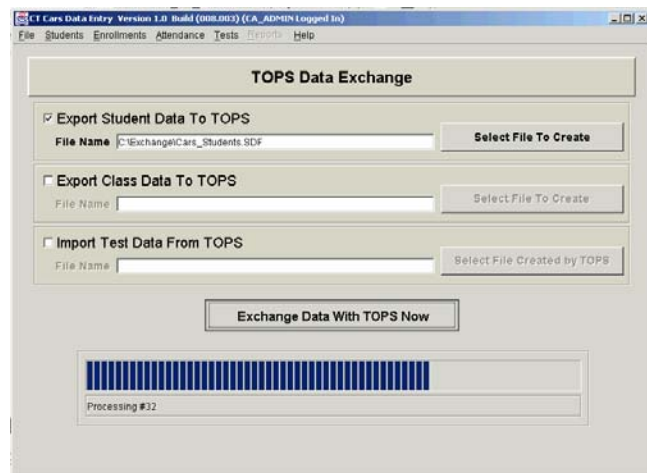have an SDF Extension.

Press the **SAVE** button.

If the file specified already exists, a warning
dialog box will appear stating that the file
exists and it will be over written.
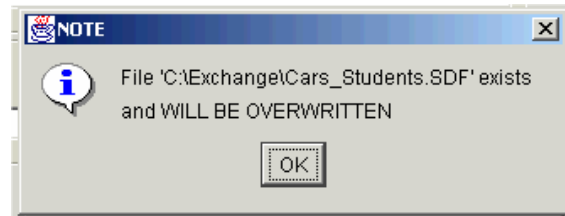
Step 5

Press the "**Exchange Data With TOPS
Now**" button to start the data exchange.
A progress bar will appear at the bottom
and will inform you when the process is
complete.

3. Export Course and Section Data from CARS

The process is very similar to that of exporting students.

- Select the "**Export Class Data To TOPS**" check box
- Press the **SELECT FILE TO CREATE** button to the right of the check box
- Specify the file that will contain the class data. You may place this file in the same directory as your Student Data exchange file and you may name it "Cars_classes.SDF"
- Press the **SAVE** button
- If the file specified already exists, a warning dialog box will appear stating that the file exists and it will be over written.
- Press the "**Exchange Data With TOPS Now**" button to start the data exchange.

4. Import CARS Student Data into TOPSpro

- Launch TOPSpro
- Select Tools > Database > Import/Export
- Select "Import data from another system into this installation"
- Click Next
- Select "Name and Demographics from a 3rd party system"
- Click Next
- Select "System Data Format (SDF)"
- Click on the icon that looks like a folder with magnifying glass on it
- Change directories as necessary
- Select the SDF file containing CARS students created in Step 2
- Click OK
- Click Next
- Click Finish

    A pop-up box should appear. You may click Preview to see the list of students imported. Click Cancel to perform any other function.

5. Import CARS Courses and Sections into TOPSpro:

- Launch TOPSpro
- Select Tools > Database > Import/Export
- Select "Import data from another system into this installation"
- Click Next
- Select "Class records from a 3rd party system"
- Click Next

- Select "System Data Format (SDF)"
- Click on the icon that looks like a folder with magnifying glass on it.
- Change directories as necessary
- Select the SDF file containing CARS course-sections created in Step 3
- Click OK
- Click Next
- Click Finish

A pop-up box should appear. You may click Preview to see the list of course-sections imported. Click Cancel to perform any other function.

6. Pre-Printing Answer Sheets (see TOPS test record attached)

This step provides programs the option of pre-bubbling select fields in the TOPS Test Record (student answer sheet) prior to the student taking the test. Sample fields that can be bubbled in through a laser printer include the TOPS ID#, the Class Number assigned by TOPS for CARS Course-sections, the test form number and test date.

This pre-bubbling function in available through CARS; select Tests > TOPS Print. Click on the Print Test Form to get a bubbled print out of the data columns on the TOPS Test Record. Utilize this to set the horizontal and vertical offsets for your printer. To print the customized TOPS Test Record for one or more students, select the Course, the Section, and the student(s) (utilize Ctrl + Mouse Click to select specific students or click All to select all students in the course-section), and then click Print Selected Forms. **Note:** The TOPS Test Record will not indicate the CARS Course-section name.

TOPS users utilize different strategies to minimize the wastage of these forms. Pre-bubbling not used at all, and all forms are manually bubbled;

- Pre-bubble select fields like TOPS ID and CLASS NUMBER but not the test form and test date since those are prone to change;
- Have teachers indicate students with regular attendance and pre-bubble the test record only for those students;
- Not pre-bubble post-tests because the over-usage of paper results in paper jams and because the answer sheets need to be in the same order as in CARS.

7. Repair the Scanned Data

In TOPSpro, select Tools > Batch Repair > Test and Appraisal records.
- Select the student for whom the error needs to be corrected
- Rescore the test if necessary by clicking on the $\sum$ icon.
- Save the record.

8. Export Test Data from TOPSpro

To export test data from TOPSpro, first launch TOPSpro, then

- Choose Tools > Database > Import/Export
- Select "Export this system's data for use on another system"
- Select "Export for 3rd party system"
- Deselect the Entry, Student and Class tables to export (only Test should be checked)
- Export Format must be SDF
- Click Next

- Date ranges are generally the current program year, but can be changed
- Agency, Site, Class, etc. is generally "All", but can be changed
- Click Next

- Click on "Save data on disk or 3.5" disk"
- Click on the Hard Drive icon
- Navigate to the "Exchange" folder on your C drive or the folder you have designated for TOPSpro-CARS data exchange.
- Click Save
- Click Next
- Click Finish
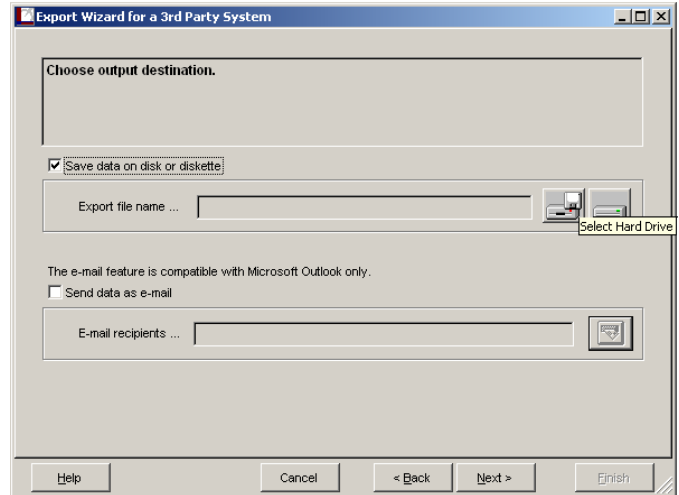
9. Import Test Data into CARS

To import test data from TOPSpro, first launch CARS, then

- Select Tests > TOPS Exchange
- Check the "**Import Test Data From TOPS**" check box
- Press the **SELECT FILE CREATED BY TOPS** button to the right of the check box.
- Select the file that you exported from TOPS and press the OPEN button.
  (This file will be named according to the date you exported, for example, if the date is 10-10-2003 then the file will be called: x20031010_TEST6050.SDF)
- Press the "**Exchange Data With TOPS Now**" button to start the data exchange

If you receive an error message while importing check the log file in the "Exchange" or other folder designated for storage of TOPS Exchange data. It will have the same filename as referenced above, but with LOG as the extension. Double click on it to launch WordPad then print the log for reference.

You have the choice to import and export all data at once, simply select all check boxes, specify the appropriate files and press the "Exchange Data With TOPS Now" button. This will export the student data first, then export the class data and finally import the test data.

CARS-TOPSpro Data Exchange Overview

CARS

2. Export Student and Class Data through CARS > Tests> TOPS Exchange

SDF File of Students

SDF File of Classes

1. Pre-print answer sheets (optional). Students take test.

3. Launch TOPS & Import Student and Class Data

6. Launch CARS and Import Test Data

Scanner

4. Answer sheets scanned into and automatically scored by TOPS.

TOPS

SDF File of Test Data

5. Export Test Data from TOPS into SDF file